

ADMINISTRATIVE - INTERNAL USE ONLY

24 December 1985

MEMORANDUM FOR: Deputy Director for Administration

FROM:
Director of Information Services

SUBJECT: OIS Weekly Report (19-24 December 1985)

A. WORK IN PROGRESS

1. TS COLLATERAL DOCUMENT SEARCH. OIS annuitants continue to locate previously unaccounted for Top Secret collateral documents. Two annuitants completed their review of the retired records of the Office of Soviet Analysis (SOVA) and located 82 documents, three of which are charged to SOVA and 79 will require further research. Another annuitant completed his review of the Office of Scientific and Weapons Research (OSWR) and located 57 documents. Fifty-five are charged to OSWR and two will require further research. The TSCADS data base is being adjusted accordingly.

3. SSU RECORDS. In its search for records dating from late 1945 through 1946 that are both historically important and potentially declassifiable, the Classification Review Division has located and reviewed the relevant portions of about 40 boxes of Strategic Services Unit material. Approximately 400 pages of National Intelligence Authority directives and deliberations were found to meet the criteria for possible transfer to the National Archives and Records Administration under the Agency's historical review program. Declassification coordination, to begin in January, will involve the DO, the Intelligence Community Staff, and various outside agencies.

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B. SIGNIFICANT ACTIVITIES AND ITEMS OF INTEREST

1. INFORMATION AND PRIVACY DIVISION. The backlog of initial requests continues to fall and stands at 1674. A separate report from the Information and Privacy Division is attached. Among the requests is

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24 December 1985

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Chief, Information and Privacy Division, OIS

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SUBJECT: IPD/OIS Weekly Report (18 - 24 December 1985)

- | 1. | <u>The Week in Review</u> | <u>18 - 24 December 1985</u> | <u>1985 Weekly Average</u> |
|----|---------------------------|------------------------------|----------------------------|
| a. | New cases | 58 | 54.8 |
| b. | Cases closed | 74 | 79.3 |
| c. | New appeals logged | 5 | 2.8 |
| d. | Appeals closed | 5 | 1.9 |
| e. | Manpower (man-weeks) | 123.8 | 100.7 |
2. Current Backlogs
- a. Initial requests - 1674
 - b. Requests in administrative appeal - 186
 - c. Requests in litigation - 76
3. Spotlighted Requests

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MEMORANDUM FOR: Director of Information Services

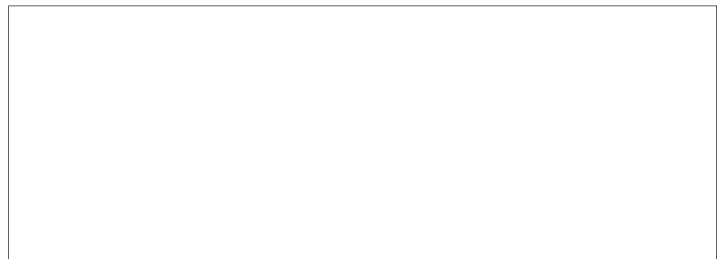
FROM:



Acting Chief, Classification Review Division

SUBJECT: CRD Weekly Report, 18-23 December 1985

In its search for documents of the late 1945 through 1946 period that are both of historical importance and declassifiable, CRD/HRB so far has reviewed the relevant portions of about 40 boxes of records under the custody of the D0. As anticipated from the findings of CRD's preliminary sampling of these records at the AARC a month ago, only a tiny percentage of the records found have been relevant to the Historical Review Program. At the D0's request, we are reviewing their documents of this period in order for CIA to finish its review of all SSU documents for possible transfer to NARA. The vast majority of the documents encountered are field reports and MI, personnel, financial, and operational material that are being returned to the D0 for final disposition. The yield for the HRP so far consists of four binders of approximately 400 pages of National Intelligence Authority directives and deliberations. These have been properly marked for coordination with the D0; their possible final transfer to NARA, however, will not be for some time, since extensive coordination with the ICS and outside agencies will also be necessary. We anticipate that we will be sending the D0 the first group of records for coordination during the first week of 1986.



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23 December 1985

MEMORANDUM FOR: Director of Information Services

FROM: [REDACTED]

Chief, Information Resources
Management Division

SUBJECT: IRMD Weekly Report (18 - 23 December 1985)

1. WORK IN PROGRESS

a. Machine-Readable Records. [REDACTED] and [REDACTED] Information Management Branch, met with [REDACTED] Records Management Officer, Office of Logistics (OL), and [REDACTED] of Supply Division, Office of Logistics, on 18 December 1985 to review the first iteration of a draft item for their machine-readable records schedule for the OL's Inventory Control System (ICS). At a 23 December follow-up meeting with [REDACTED] edited the schedule item and produced a new draft. Copies of the new draft were forwarded to ICS System personnel for review. Another review session is being arranged by [REDACTED] to discuss this new draft with concerned OL personnel.

b. TS Documents. OIS annuitants continue their efforts to locate unaccounted for TS collateral documents. Annuitants [REDACTED] completed their review of the retirement holdings of the Office of Soviet Analysis. Last week, they found 82 TS documents, three of which were on record as being charged to SOVA and another 79 that will require further research. Another annuitant, [REDACTED] continued his review of the Records Center holdings of the Office of Scientific and Weapons Research. In his review of 17 jobs, he found 57 documents, 55 of which were charged to OSWR and two whose ownership could not be determined. [REDACTED] Information Control Branch, are adjusting the TSCADS data base to reflect the results of these search efforts.

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d. TRIS. [redacted] Information Technology Branch, met with [redacted] Office of Legislative Liaison Registry, to review sample printouts from the data base of the Common-Use Automated Registry System that they currently use. These printouts will provide the registry with the capability to retrieve data that had been recorded previously in their CARS package. It had been agreed earlier that the registry would use these printouts for reference purposes rather than having the other data base converted to TRIS. [redacted] accepted the printouts with the understanding that they would receive a separate listing by year for the following sorted fields: document number, folder ID, keywords, and originator. [redacted] also reviewed some of the material that had been covered in the TRIS training sources provided earlier by ITB on CDOCS (document control and records management elements of TRIS) and TSCADS (the TS collateral portion). He showed them how they could use function keys to retrieve quickly various menus used by these systems.

2. SIGNIFICANT EVENTS AND ACTIVITIES

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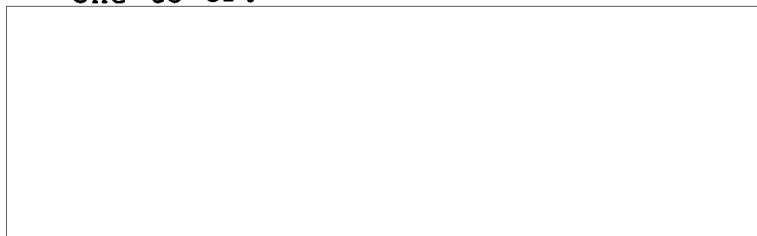
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b. Records Center. Records Center personnel performed the following activities during the week:

RAMS:	Made 90 additions and 8 changes.
ARCINS:	Jobs received/edited: 13.
	Jobs keyed: 34 consisting of
	2,428 entries.
Accessions:	Received 17 jobs totaling
	106 cubic feet.
References:	Serviced 1,718 requests
	for records.
Special Runs:	One to OF.

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MEMORANDUM FOR: Director of Information Services
FROM:
Chief, Regulatory Policy Division
SUBJECT: Regulatory Policy Division Activities - 18 December
through 23 December 1985

1. RPD is currently processing 133 jobs.
2. Among the six new proposals received during the week were two announcements of appointments to key positions in the Directorate of Science and Technology and the Office of Inspector General.
3. RPD prepared for circulation for information.

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Attachment

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